

Durham Public Schools Employee Inclement Weather Procedures

When inclement weather occurs, school districts face tough decisions regarding school closures, delayed openings, or early dismissals. Our guiding principle is to ensure the safety of our students and staff, and we strive to make the best possible decisions using all available information. Announcements of school closings are made on our website, local radio and TV stations, and through district email and SchoolMessenger, no later than 6:00 am.

The following section describes the general procedures for employees to follow on days when inclement weather causes a change in school schedules. **Employees always have the right not to report to work if they feel conditions are unsafe for travel. The principal/supervisor must be contacted and informed of the employee's intentions.**

Potential schedule changes due to inclement weather:

- **Delayed School Opening** - The delay is to assist school buses, student drivers, and our custodial and maintenance staff as they work to prepare our campuses. All employees should report to work as close to their normal schedule as possible, and at least 15 minutes prior to students' scheduled arrival time.
- **Early Dismissals** - An early closing is to accommodate school buses and assist our high school student drivers. All employees should follow their regular hours unless specific directions are otherwise provided by the Superintendent.
- **No School for Students**. All employees should follow the directions listed below, unless the weather is of such a nature that it is declared unsafe for anyone to travel. In this event, a separate announcement concerning employees will be made using the methods listed above.

Options for staff during school closures, delayed openings, or early dismissals:

Ten Month Employees:

If school is canceled for the day, 10-month employees, including teachers and other 10-month instructional staff, should report to work at the normal starting time OR select one of the following options (the principal/supervisor must be contacted and informed of the employee's intentions):

- Take accumulated annual (vacation) leave
- Take accumulated bonus leave
- Take accumulated personal leave, if available (teachers only)
- Take leave without pay
- Use compensatory time already accumulated (non-exempt employees)
- Make arrangements to make up the time missed

Eleven and Twelve Month Employees:

If school is canceled for the day, 11 and 12 month employees, including Central Services staff, should report to work at the normal starting time OR select one of the following options (the principal/supervisor must be contacted and informed of the employee's intentions):

- Take accumulated annual (vacation) leave
- Take accumulated bonus leave
- Take leave without pay
- Use compensatory time already accumulated (non-exempt employees)
- Make arrangements to make up the time missed

Additional Information:

- Please note that some employees are considered "essential staff" and are expected to report to work to assist with weather emergencies.
- If an employee elects to make up time, it must be at a mutually agreed upon time between the employee and the immediate supervisor. For school year employees, it must be within the regular school year employment calendar. If an employee is absent on an inclement weather day without receiving his/her principal or immediate supervisor's approval to use one of the above options, the employee will be considered absent without pay.
- There may be times when the Superintendent determines that conditions are too severe and are unsafe for both students and staff. When this occurs, there may be additional options announced for addressing the missed days, giving the greatest weight to how to best maintain the opportunity and environment for student learning.
- Some employees have inquired about lost time due to the Governor declaring a "State of Emergency". Please see verbiage below from the state's HR policy regarding adverse weather:

"Declaration of a State of Emergency: Under certain adverse weather conditions, the Governor may issue a declaration of a "State of Emergency." The declaration of a "State of Emergency" by the Governor does not impact an agency head or designee's authority and responsibility for making decisions related to agency operations during adverse weather conditions. During a "State of Emergency," non-mandatory employees are strongly encouraged to stay off the road unless it is an emergency travel situation **and will be expected to follow the provisions of the adverse weather policy for accounting for lost time from work.**"